

## Assigning Transfer of Service Access to School District Staff Member

The School Financial Services team is upgrading the department's on-line security system. The 2013 Fiscal Year Transfer of Service (TOS) on-line application security will be processed through the *Application User Management* system. The district administrators already have some familiarity with it, as it is used for both *Open Enrollment* (OPAL) and *Homeschool Reporting* (HOMER) applications.

### Authorizing Additional Users

All school district administrators are authorized to access the *Transfer of Service-LEP* and *Transfer of Service-SPED* application by using the user ID and password they were issued. **If any other district staff members are to have access to *Transfer of Service-LEP* and/or *Transfer of Service-SPED* applications, the district administrator must authorize them as users.** *Transfer of Service-LEP* users are not automatically authorized to use *Transfer of Service-SPED*. Please inform administrators and other staff members of the names and contact information for district staff members that are authorized to use *Transfer of Service-LEP* and/or *Transfer of Service-SPED*.

To authorize additional users for *Transfer of Service-LEP* and *Transfer of Service-SPED*, the district administrator must:

1. Sign into the user administration page at: <https://www2.dpi.state.wi.us/CMM> . (Only the district administrator's ID and password can access this site.)
2. If the person you are authorizing DOES NOT appear in your main list, click on **Add New User**. If the person does appear in your main list, see step 5 below.
3. Enter the information for the new user. To provide access to *Transfer of Service-LEP*, check "Transfer of Service – Limited English Proficiency". To provide access to *Transfer of Service-SPED*, check "Transfer of Service – Special Education".
4. **Save. This will return a page with an ID and password for the user. Print this page and give it to the user, who should keep it in a secure place. This is the only place the password will appear in writing. If it is forgotten, it must be reset.**
5. If the individual you are authorizing for *Transfer of Service-SPED* or *Transfer of Service-LEP* already appears on your main list, click "edit" to the right of that person's name. On the User Detail page, click on the appropriate Transfer of service box to extend authority to the desired application and or then click SAVE. The staff member will use the same user ID and password to access to each of the applications approved by the District Administrator.
6. To reset a password, the district administrator will need to sign into the user administration page and click on Edit to the right of the person's name. Then click Reset Password. The system will generate a new password for the specific end user. It is not possible for the district administrator to create a new password requested by the end user.

School Financial Services Team, June 4, 2013